

**Q. How do I request a copy of my medical records?**

A. You can request a copy of your health information by completing a request and authorization form and submitting it to the Orthopaedic Medical Records that maintains your health information. You can submit this form to us by mail, fax or in person. Address, phone number and fax are included within the instructions for completing the request and authorization form.

**Q. Who is authorized to sign for release of my health information?**

A. The following people are authorized to sign for release of your health information:

- \* The patient (Not the spouse)
- \* Power of attorney if the patient is unable to sign (Legal document must be provided)
- \* Parent (if the patient is younger than age 18)
- \* Parent and minor if the patient is 12 to 17 years of age
- \* Legal guardian (Proof of guardianship document must be provided)
- \* Representative of the estate for deceased patients (Copy of the death certificate and a copy of the representative of estate documents must be provided)

**Q. How much does it cost to obtain a copy of my health information?**

A. There is no charge for releasing copies of health information directly to other healthcare providers. Patients will be charged a fee for copies of their health information. To reduce the cost, patients should consider requesting specific information rather than a complete record. The fee for patients to access copies of their health information is 75 cents per page.

**Q. When will I receive a copy of the medical record?**

A. Patients can expect to receive their records about a week after their request is received.

**Q. Who do I contact if I have questions?**

A. If you have any questions, you should contact the Orthopaedic Medical Records. Address and phone number are included in the instructions for completing the request and authorization form.